



AgERT Pre-Course Requirements and Recommendations



Travel Expenses

Your Area or Regional office will cover your travel to and from the course, as well as any meals, lodging, and miscellaneous expenses that you incur.

Pre-Course Recommendations

APHIS employees selected to attend the AgERT course are advised to complete the following online courses prior to attending the course.

1. *Introduction to Biosecurity and Introduction to Personal Protective Equipment (PPE)* - These courses provide important guidelines on APHIS' biosecurity and personal protective equipment policies that will enhance your learning experience in the AgERT course.

AgLearn Search Catalog Information

<i>Course Title</i>	<i>SKU Number</i>
Personal Protective Equipment	SKU-10331
Introduction to Biosecurity	SKU-10333

2. *Incident Command System Training 100 & 200* – These courses provide a foundation for personnel to function appropriately in the performance of emergency incident related duties. Both courses are required for all USDA employees.

AgLearn Search Catalog Information

<i>Course Title</i>	<i>SKU Number</i>
ICS-100 - Introduction to the Incident Command System	SKU-10346
Incident Command System (200)	SKU-10347
Incident Command System (300)	SKU-10509

These online courses are available to APHIS employees through AgLearn, the USDA's learning management system. To access AgLearn and to obtain additional information on AgLearn, check under the AgLearn link on the AgERT main page.

Acceptance into AgERT Course

1. You will receive an email notifying your acceptance into the AgERT program. The email will also include the dates of travel and the course dates.
2. Shortly after receipt of the participant confirmation email, an information packet from VS, Professional Development Staff (PDS) will be sent to you via FedEx. This will contain general information about the Centers for Domestic Preparedness (CDP), as well as additional forms that must be completed.
3. Return the required forms you received in the FedEx package to the CDP, as instructed. It is very important that you complete and return the forms promptly to the CDP by the date indicated; otherwise you may not be eligible to participate in parts of the course. Please also note there may be some references to CDP policies which do not apply to Federal employees, including payment transactions involving travel, lodging, and meals.
4. There are four medical clearance forms that must be completed prior to attending the AgERT course, in addition to the forms required by CDP. These forms can be found online at <http://www.aphis.usda.gov/vs/training/agert/foh-forms.html>. Please be sure to pay close attention to the specifications for each form. Some forms require a supervisor's signature. Additional instructions for the medical clearance forms are found below.
5. After receiving notice that you have been accepted into the AgERT course, please begin to make your travel arrangements. Transportation will be provided from Hartsfield Atlanta International Airport (ATL) to the CDP facility. It is recommended that you arrive at ATL before 4:00 p.m. the day before the course begins, and depart from ATL no earlier than 12:00 p.m. on the day after the course ends. Additional questions regarding logistics may be addressed by Ms. Kerri Dukes on (919) 855-7172.

Additional Instructions for Medical Clearance Forms

You will need to schedule an appointment for the medical examination at a Federal Occupational Health (FOH) Center or FOH-approved medical facility in your area. There is no cost to you or your employer for this examination. To schedule your appointment, please do the following IMMEDIATELY:

- Call Ms. Judy Ma, RN, Federal Occupational Health Consultant, at (415) 437-8007 and give her the following information:
 - Your name
 - Course name
 - Your address and telephone number

- Ms. Ma will arrange for a Federal Occupational Health Center near you to call you to set up your appointment. Please allow a full day for your medical examination to be completed.
- Bring the medical and related forms, appropriately completed and signed, to the Federal Occupational Health Center or FOH-approved medical facility to which you are assigned. These forms can be downloaded online at <http://www.aphis.usda.gov/vs/training/agert/foh-forms.html>.